



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Mark Simon • Vice-President – Kevin Graves • Director – Bill Pease • Director – Chris Steele • Director – Marianne Wiesen

**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Thursday September 19, 2013
SPECIAL MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

SPECIAL MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call business meeting to order – 7:00 p.m. by President Simon
Pledge of Allegiance – Led by President Simon
Roll Call – All Present

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

None

C. PRESENTATIONS

1. Memorial Resolution Presented to the Family of Former Director Ray Tetreault by Assemblymember Jim Frazier's Office
Assemblymember Jim Frazier's Office - Erica Rodriguez-Langley – Presented the Memorial Resolution to the wife of Former Director Ray Tetreault

D. PRESIDENT REPORT AND DIRECTORS' COMMENTS

Vice-President Graves – Provided his report and the details of the Aviation Advisory Committee meeting dated September 12, 2013
Director Wiesen – Provided her report and the details of the 2013 Annual California Special Districts Association conference in Monterey dated September 16-19, 2013.

E. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

- 1. DRAFT minutes of previous special meeting dated September 4, 2013**
- 2. DRAFT minutes of previous regular meeting dated September 4, 2013**
- 3. Approve Register of District Invoices**
- 4. Adoption of Resolution No. 2013-20 Town of Discovery Bay Employee Personnel Manual**

Motion by: Director Pease to approve the Consent Calendar

Second by: Vice-President Graves

Vote: Motion Carried – AYES: 5, NOES: 0

F. NEW BUSINESS AND ACTION ITEMS

- 1. Approval to rehabilitate six sewer manholes that are located at Wastewater Treatment Plant No. 1 and the Discovery Bay Country Club Golf Course Maintenance Yard**

General Manager Howard – Provided details of item F-1.

Water and Wastewater Manager Koehne – Provided additional details of item F-1. There was discussion between the General Manager, the Water and Wastewater Manager, and the Board.

Motion by: Director Steele to direct staff to proceed with having H&R Plumbing rehabilitate and recoat six sewer manholes in the amount of \$13,705.00 and authorize the General Manager to execute all contract documents

Second by: Director Wiesen

Vote: Motion Carried – AYES: 5, NOES: 0

2. Adoption of Resolution No. 2013-21 for Acceptance of Grant Deed and Certificate of Acceptance of Parcel (APN# 008-010-037) owned by Ken Inc. to the Town of Discovery Bay for the location of Well No. 07

General Manager Howard – Provided details of item F-2. There was discussion between the General Manager, the Water and Wastewater Manager, and the Board.

Motion by: Director Pease to adopt Resolution No. 2013-21 accepting a portion in assessor parcel number 008-010-037 from Ken Inc. to the Town of Discovery Bay Community Services District for the location of Water Well No. 07

Second by: Director Wiesen

Vote: Motion Carried – AYES: 5, NOES: 0

3. California Regional Water Quality Control Board Administrative Civil Liability Complaint R5-2008-0179 and R5-2008-0179-01 for Assessment of Mandatory Minimum Penalties (MMP's) – Town of Discovery Bay Community Services District

General Manager Howard – Provided details of item F-3.

Motion by: Director Pease to authorize payment in the amount of \$19,500.00 to the California Regional Water Quality Control Board (CRWQCB) pursuant to Administrative Civil Liability Complaint R5-2008-0179 and R5-2008-0179-01 for Assessment of Mandatory Minimum Penalties

Second by: Vice-President Graves

Vote: Motion Carried – AYES: 5, NOES: 0

G. VEOLIA REPORT

1. Veolia Report for the Month of August 2013

2. Veolia Report Power Point for the Month of August 2013

Project Manager Fermin Garcia – Provided the details of the August 2013 Monthly Operations Report. There was discussion between the Project Manager, the General Manager, the Water and Wastewater Manager, and the Board.

H. MANAGER'S REPORTS

None

I. GENERAL MANAGER'S REPORT – Discussion and Possible Action

General Manager Howard – Provided details in regards to the Special District Leadership Academy Conference dated November 17-20, 2013

The Brent Ives workshop will be scheduled sometime in the near future.

J. DISTRICT LEGAL COUNSEL REPORT

Legal Counsel Schroeder – Stated that he will not be attending the October 2, 2013 meeting and that Legal Counsel Rod Attebery will be in his place.

K. COMMITTEE UPDATES – Discussion and Possible Action

1. Approved minutes from the Community Center meeting dated August 28, 2013

2. Community Center Status Report (No written report)

There was discussion between the General Manager and the Board regarding the Board of Directors and the Community Center Committee Joint meeting. The meeting is scheduled for Wednesday October 23, 2013 beginning at 6:30 p.m.

L. CORRESPONDENCE – Discussion and Possible Action

1. R – Contra Costa County Aviation Advisory Committee meeting minutes dated July 11, 2013

2. R – East Contra Costa Fire Protection District meeting minutes dated August 5, 2013

M. PUBLIC RECORD REQUESTS RECEIVED

N. FUTURE AGENDA ITEMS

1. Business plan for the Board of Directors and Community Center Joint meeting dated October 23, 2013 at 6:30 p.m.

O. ADJOURNMENT

The meeting adjourned at 7:52 p.m. to the next Regular meeting dated October 2, 2013 starting at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 09.23.13

<http://www.todb.ca.gov/content/agenda-and-minutes/>